

[Email not displaying correctly? View it in your browser.](#)

October 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; current service deadline approaching, medical application questions, using flexible working patterns...

Did you know?

In September there were...



...on NHS Jobs

NHS Jobs feature releases



Employer and Applicant hubs
We've re-designed the employer and applicant hubs making it easier to find the information needed.

Supporting information library
Super users, Recruitment administrators and Team managers can now create a library of documents and links. A maximum of 25 documents and 50 links can be added to the library. These documents and links can be attached to job adverts, offers and contracts.

Advertising bank contracts
We've improved the experience for employers when they advertise a listing with a bank contract. The improvements are:

- contract duration is now optional for bank vacancies in the listing creation, offer and contract journey
- we've added the contract duration to the advert preview
- we've also included the job title of the informal contract in the job advert



Current service deadline approaching

Last month we told you that NHS Jobs is fully moving to its new and improved service, meaning the current service will close soon.

This is a reminder that you can no longer publish adverts in the current service and the latest closing date an advert can have in that service is 31 October 2022.

You will be able to access the service or any of your data held within the current version of NHS Jobs until the service's contract expires in 2023.

Reviewing your NHS Jobs account

In preparation for this, we recommend that you:

- switch off automatic emails
- archive your vacancies
- run reports to extract and data that you might need in the future
- disable user accounts

[Full guidance](#)

Applicants

Applicant account holders have been made aware that the system will close to them soon, you may wish to share this message on your own channels.

Any applicants currently in a recruitment journey will retain access in order to complete the process.

Full guidance for applicants is contained in the link below.

Using additional medical application questions

Last year we added a selection of set additional application questions for medical, dental, nursing and driving roles for end-to-end users of the new NHS Jobs service.

These questions are used for gathering more information which is relevant at shortlisting and interview. Additional application questions will never block candidates from submitting their application.

Employers can choose which questions they want to include when they create the job listing. Applicants are asked the selected questions whether they apply via CV or application form.

Create a job advert

Which additional medical questions do you want to add?

General Practitioner **DRAFT**

Reference no: X0012-22-2273

Select all that apply.

- What is your GMC registration status?
- Who is your current responsible officer?
- When was your last revalidation?
- When was your last appraisal?
- Are you on this employer's Performers List, or will you be within 3 months of the interview?
- Are you on the GMC's Specialist Register, or are a Specialist Registrar (SpR) due to gain a relevant CCT or Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of the interview?
- Are you on the GMC's GP Register, or are a GP Registrar due to gain a CCT or a Certificate of Eligibility for GP Registration (CEGPR) or equivalent within 3 months of the interview?
- Are you currently registered in this employer's region as a Responsible Clinician?
- Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?
- Have your Foundation Programme 1 competencies been formally signed off?
- Have your Foundation Programme 2 competencies been formally signed off?

The answer that the applicant can give will vary depending on the question selected.

For example, when 'What is your GMC registration status?' is selected, applicants are presented with a list of options to select from. This helps ensure that applicants are providing the specific information employers need to confirm if they are eligible for the job.

What is your GMC registration status?

- Full registration with a licence to practise
- Full registration with a licence to practise and an Approved Practise Setting (APS) restriction
- Provisional registration with a licence to practise
- Full registration with a licence to practise and on the Specialist Register
- Full registration with a licence to practise and on the GP Register
- I have passed PLAB2
- I need to pass PLAB2 before applying for registration
- I have applied for registration
- I have not yet applied for registration
- I am registered but I do not have a licence to practise
- Other

Did you know?

If you select the online application form when creating your listing and add additional medical questions, candidates are also asked additional optional questions when entering details of their job history. These candidates are also asked to provide details of their Hospital/Base, Speciality, Sub-speciality, Contract type and Grade.

Hospital / base (if applicable)

Speciality (if applicable)

Sub-speciality (if applicable)

Contract type (if applicable)

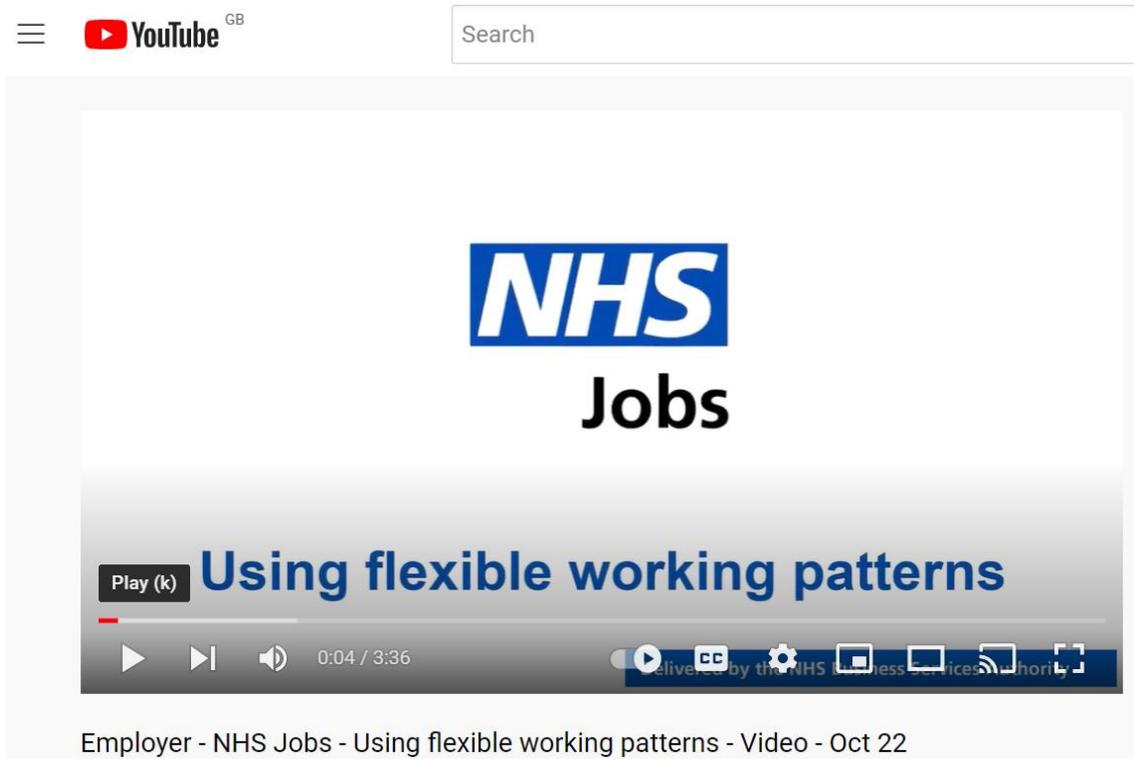
Grade (if applicable)

[YouTube video: Using flexible working patterns](#)

This month's video focuses on how to use [flexible working patterns](#) to make your job adverts attractive and flexible to jobseekers in the NHS Jobs service. This video covers:

- Creating, changing, and using flexible working patterns on job adverts
- How jobseekers can easily find and view flexible job adverts
- The benefits, who we've worked with and our future plans to support flexible working recruitment for the NHS

Subscribe to our [NHS Jobs YouTube channel](#) to find out more.



Help & Support: Latest guides and videos

During October, the team have updated the following resources to support you in using the NHS Jobs service.

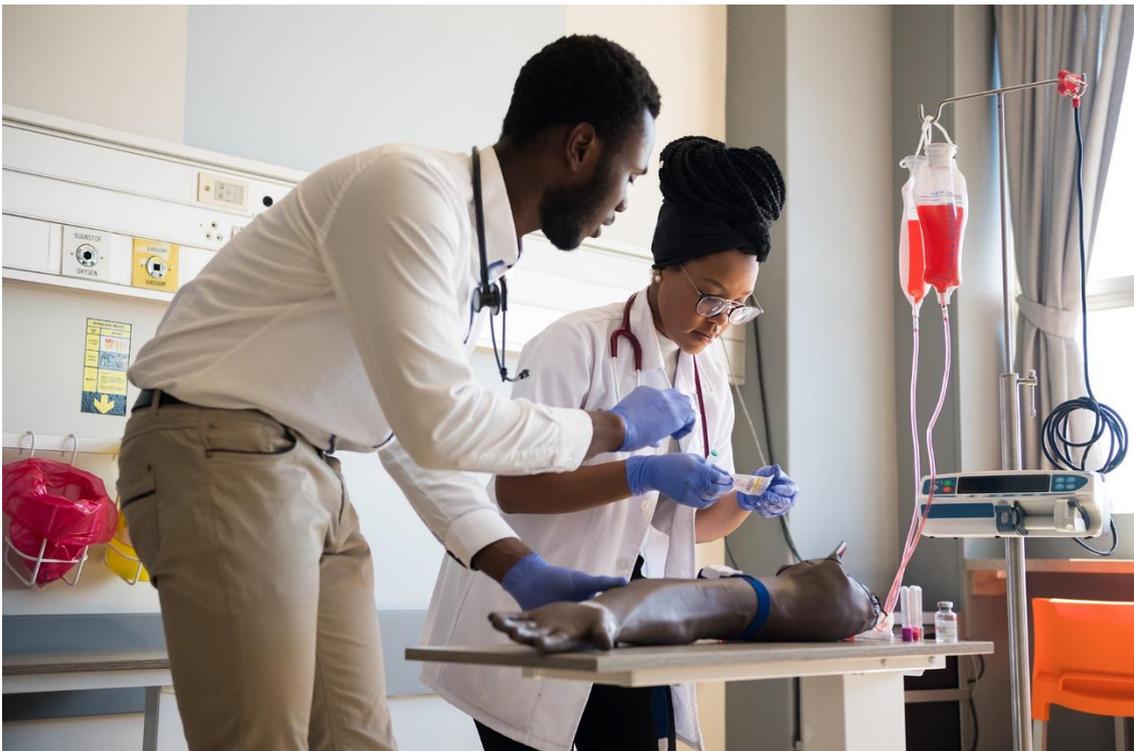
Employers:

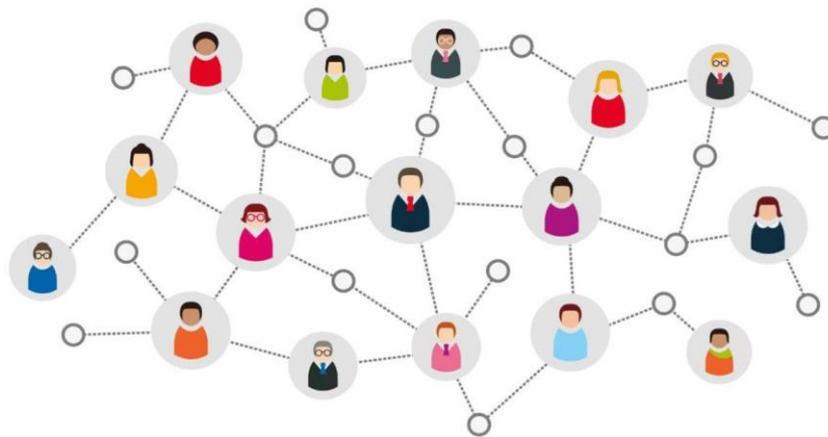
- How to create a job listing in NHS Jobs – Add the job advert – user guide
- How to issue a contract in NHS Jobs – user guide
- How to manage the supporting information library in NHS Jobs – user guide

Applicants:

- How to respond to a contract in NHS Jobs

For further help and guidance, visit the [Help and support for employers](#) or [Help and support for applicants](#) webpage.





[Talk to us](#)

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here.](#)

Don't forget to follow us on Twitter - search for [@NHS_Jobs](#)



